

**PUBLIC WORKS & FACILITIES COMMISSION  
REGULAR MEETING  
WEDNESDAY, JANUARY 13, 2016  
TIME: 7:00 P.M.  
MUNICIPAL BUILDING  
ROOM 208  
MIDDLETOWN CONNECTICUT**

**Members Present:** Councilman Carl R. Chisem  
Councilman Thomas Serra  
Councilman Gene Nocera  
Councilman Sebastian Giuliano  
Councilman Philip Pessina

**Staff Present:** William Russo, Director of Public Works  
Christopher Holden, Deputy Director of Public Works  
Michelle Ford, Environmental Planner  
Jim Tatro, Acting Fleet Manager  
Ron Carver, Acting Fleet Manager

**Others** David Sambor, Complete Streets Committee  
John Hall, Complete Streets Committee  
Riccardo Airo, 205 Dora Street

Chair Chisem opened the Public Works & Facilities Commission meeting at 7:00 P.M. Chair Chisem requested a motion to approve the minutes dated December 9, 2015. Motion to approve the minutes was seconded and approved unanimously.

One of the commissioners made a motion to add Electric Cars to the agenda as item 5a. The motion was seconded and approved unanimously.

**PUBLIC COMMENT ON AGENDA ITEMS:**

David Sambor, Complete Streets Committee, came to speak on behalf of the adoption of the Complete Streets Ordinance. Hence his interest in pedestrian and bicycle friendly design in future road projects, he joined the committee. He mainly emphasized the universal support towards the goals of the Complete Streets program.

John Hall, Complete Streets Committee, stated that when item 6a is discussed, he will give his input at that time.

One of the commissioners made a movement to waive the rules to allow agenda items to be spoken about during the commissions' discussion instead of during the public comment. The rules may be inconsistent to what John had suggested. The motion was seconded and approved unanimously.

Riccardo Airo, 205 Dora Drive, stated that he received notification from Thomas Nigosanti, Chief Engineer for the City of Middletown and Director Russo in regards to attending a Public Works & Facilities Commission meeting regarding a letter he sent with words about an easement issue at 205 Dora Drive. There is a retention pond and an easement in this area.

One of the commissioners made a movement to waive the rules to allow the resident to speak. Motion was seconded and approved unanimously.

Riccardo proceeded to state that his easement concern was raised by himself. There is a storm drain in the easement which causes sink holes. These sink holes have been filled numerous times by the surrounding homeowners. Oak Ridge Estates was supposed to belong to Valley Brook Village Association. When the house was purchased, there were no association fees being paid. These easements are supposed to be paid by the association. Riccardo is requesting that the City do some investigating on the easements and the overgrowth in the area.

Director Russo stated that in receipt of Riccardo's letter, Thomas Nigosanti did some research on the retention pond. It is common to have an association build a subdivision that they are supposed to maintain. Unfortunately, a lot of associations exist only on paper stating that they are supposed to maintain the surroundings. The City does not have the easements to physically and financially make changes. Director Russo stated that he can look into the issue with the General Counsel and then report it back to the commission.

A motion was made to send the easement issues over to the Office of the General Counsel. Motion was seconded and approved unanimously.

#### **CORRESPONDENCE:**

Director Russo stated that there is no correspondence and this time.

#### **NEW BUSINESS:**

- a. Electric Cars – Director Russo stated that he brought the Environmental Planner, Michelle Ford, as well as two mechanics from City Yard, Jim Tatro and Ron Carver. He stated that Michelle will be giving a presentation on a grant that she wrote regarding the purchase of electric cars.

Michelle stated that Joe Samolis, Chief of Staff, asked her to present some information such as class analysis, vehicle specs, etc. to the commission. The state had a grant program for the purchase of fleet electric vehicles. An application was sent in on behalf of the City of Middletown, to purchase six 2016 Ford Focus electric vehicles in addition to twelve charging stations. The award letter for the grant was given to the City of Middletown on December 15, 2015.

The charging stations are six dual mounted stations consisting of one pedestal with two charging cables. The City will be responsible for hooking the stations up to the electric system. The only thing that is on the charging stations themselves, is the outlets, cables and plugs. In accordance to the grant, they have to be free to the public for three years. After three years, the public will begin to be charged to use the charging stations. The current electric rate is around \$0.08 per kilowatt hour. Surrounding towns have charge the public \$0.48 per kilowatt hour. In order to get the grant, all of the charging stations have to be located in a public parking area.

Michelle went over a detailed spreadsheet showing the price breakdown. This spreadsheet provides maintenance items, annual cost for gas versus electric, annual cost savings, and a brief description on the warranty between gas versus electric. The footnotes include how the cost was estimated using the price of \$2.00 per gallon. The vehicles were evaluated for a lifespan of ten years. The vehicles will be fifty percent off of the DAS pricing, not MSRP. Since they are covering the charging stations, they will provide \$5,000.00 for installations. Delivery will need to take place before May 1, 2016, in accordance with the grant.

Director Russo stated that the technical aspects of the cars will have to be answered by the Fleet Managers. Jim Tatro stated that as far as maintenance for the cars is one year, 10,000 miles. There are no oil changes but tire rotations and inspections such as the cooling systems and batteries will be conducted. The electrical systems will all be under warranty for up to ten years. Bumper to bumper warranty will be three years, 36,000 miles. The power train is five years, 60,000 miles. Battery warranty is ten years, 150,000 miles. There is an extended warranty that cost around \$2,600.00. This covers bumper to bumper for eight years, 125,000 miles. There is future training involved for the use and the charging these cars.

All city departments will have access to these new vehicles. The use of the vehicles will be evaluated between the Public Works Department and the Mayor's Office. These vehicles will then be used as pool vehicles. Councilman Pessina wanted to know why the vehicles have to be used as pool vehicles and not main vehicles. Michelle stated that the one limitation with putting the electric cars into high service departments is that they will get about 76 miles per charge.

Councilman Serra made a motion to forward this on to Finance & Government. The motion was seconded by Councilman Pessina. Motion was approved unanimously.

- b. 2016-2017 Budget Discussion – A motion was made to move the 2016-2017 budget discussion in place of 7d. Motion was seconded and approved unanimously.

Director Russo stated that he has a couple of new line items that he wanted to bring to the commissions attention. About \$18,000.00 will be needed for overtime to open and close the field gates for two organizations. These organizations want to use the Middletown High Schools athletic fields, mainly the baseball and softball fields.

- c. Street Name List & Request for Naming of Founders Ridge – Director Russo stated that he spoke with Wayne Bartolotta, Communication Director, along with Joe Kronenburger and Artie Higgins, Westfield Fire Marshal in regards to the naming of the street. They stated that they would like to stick to the name Founders Ridge rather than picking off of a list. Even though this is a private street, the Council will still have to approve of the name. The original request was to have 245 Congdon Street at Founders Ridge.

Commissioner Serra stated that individuals that have done something for this community should be recognized. He doesn't believe that the name Founders Ridge helps to recognize these important individuals that should be honored.

A motion was made to have all street names be selected from the list. Motion was seconded by councilman Pessina and approved unanimously.

- d. Agreement Between The City of Middletown And Coleman Brothers Shows – Director Russo stated that this is the City's annual contract that comes around every January. The date that is being used is March 15, 2016 to April 15, 2016. The Public Works & Facilities Commission will have to accept of the agreement before it is put into place. There were a few changes made to the agreement a couple of years ago once the holes in the parking lot were patched. There have been no previous issues with Coleman, police will be hired for the event and there are no baseball games scheduled during the time of the carnival.

A motion was made to move approval for the agreement. Motion was seconded and approved unanimously.

**OLD BUSINESS:**

- a. Complete Streets Ordinance – Director Russo stated that about six months ago, the Complete Streets Ordinance came to the commission. The Complete Streets Committee along with former Councilman Bauer worked on the ordinance.

John Hall, Complete Streets Committee, stated that the Committee was formed in 2011. The first thing conducted was the master plan for the City of Middletown. Priority routes for bicyclists and pedestrians were identified. This was accepted by the Council and then adopted by the Planning, Conservation & Development Commission. The next step was to start working on the actual infrastructure of the City.

It is standard practice in many municipalities to have a Complete Streets Ordinance. When an improvement is made within a commercial area where pedestrian access is wanted, the Public Works Department shall include the Complete Streets Committee in on a conversation so that they are notified of road construction or restoration.

The ordinance is mainly a requirement for a consultation with the Complete Streets Committee when there is work being conducted that can affect their master plan. Back in July, Councilman Serra asked the Committee to go over the previous road bonds schedule from 2001-2014. They were to determine which of those roads were considered to be relevant to the Complete Streets consideration. After the roads were determined, they looked at the Parks Bond schedule to view the access for pedestrians and bicyclists.

Councilman Serra recommended that the official name of the Public Works & Facilities Commission should be: "Public Works & Facilities Commission in Collaboration with the Complete Streets Committee." He also recommended that an addition should be made to the ordinance. He stated that it should include: "...as recommended by Complete Streets Commission and affirmed at a Public Works & Facilities Commission to be sent to the Common Council for consideration." He believes that this commission has responsibilities towards this ordinance and the amount of money that is spent on projects.

Councilman Pessina stated that there is no reference to the Police Chief in the ordinance. The Police Chief is also the traffic authority by state law. He wants to ensure the safety of others when it comes to the collaboration of Complete Streets actions. John Hall confirmed that the Complete Streets Committee is adding in Complete Streets consultation to what the standard operating procedure already is. Councilman Pessina stated that it is the Police Department that determines the physical limitations of the road. Hence, the verbiage should also include "in collaboration with the Police Chief or his Designee."

Councilman Serra made a motion to send these changes to the Office of the General Counsel. Motion was seconded by Councilman Pessina and approved unanimously.

- b. December 2015 Public Works Overtime Report – Director Russo indicated that there was a small snow storm that required overtime to be worked. Road prepping for road bonds will be conducted shortly which includes Acorn Drive.

- c. December 2015 Building Permits – The Public Works & Facilities Commission reviewed their December 2015 building permits.

**OTHER:**

- a. December 2015 Monthly Report – Highway Division – The Public Works & Facilities Commission reviewed their December 2015 monthly reports.
- b. December 2015 Overtime Report – Parks Division – At this time, there was no Parks Division overtime report for December 2015.

One of the commissioners stated that former Mayor, Sebastian Giuliano's name should be added to the list of City street names to be selected from. Motion was seconded and approved unanimously.

As there was no further discussion, the Public Works & Facilities commission meeting was adjourned at 8:40 P.M.